



CITY OF CHICOPEE

Department of Public Work

PARKS DIVISION

687 Front Street Chicopee, MA.

RECREATION OFFICE 413-594-3481 413-594-3486 (fax.)

Carolyn Porter
Superintendent

Richard Maciolek
Assistant Superintendent

Parks and Recreation Commission Meeting Minutes Monday, May 22, 2017

A. Call meeting to order: 7:07pm made by Comm Ziemba.

Attendance: Commissioners Fenton, Buxton, Ziemba, Bresnahan and Parks Superintendent Porter.

B. Motion for approval of meeting minutes for May 9, 2017 made by Comm. Fenton. Second by Comm. Buxton. Approved.

C. Public Input - NONE

D. Communications:

1. Request by Request by Abutter to Sarah Jane Sherman Park at 245-247 Chicopee Street for the removal of a dead tree believed to be on Park property. **Parks Superintendent Porter revisited issue with Forestry Dept. per Commission direction. Forestry requested assessment by city Engineering Dept. and completion of site survey. If confirmed to be on city property, recommendation is to hire private tree service as a crane is needed to complete the removal.**
2. Request by Second Chance Animal Clinic to host a vaccination clinic with Distemper vaccine and Rabies shots at a reduced cost at River Park Pavilion May 26 from 9 – 12. **Motion to approve a reduced site reservation fee of \$50 made by Comm. Buxton. Second by Comm. Fenton. Approved**
3. Request from Hampden Charter School of Science for the use of Bowie Field of Dreams August 24 – November 3, 2017 for Varsity Soccer program for boys and girls. Will provide own goals. **Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan. Approved**
4. Request by Real Living Realty manager Leslie Brunelle for the use of 2 softball diamonds at one location for a Charity Softball game between real estate companies on Sept 9. Fees to go to top 2 team identified charity. Time preferred 11-3 or 12-4. DJ and radio personalities to be on hand. **Motion to approve contingent on charging normal field rental fees and the signing of appropriate waivers made by Comm. Buxton. Second by Comm. Bresnahan. Approved**
5. Other Communications

E. Recreation Report

1. OPEE adventures enrollment and staffing. **Motion to approve proposed staffing and pay structure including use of Parks revolving fund to cover projected shortfall in revenues made by Comm. Fenton. Second by Comm. Bresnahan. Approved.**
2. Lifeguard Staffing and Pool Operations. **Commission briefed on current pool status and lifeguard coverage for the summer season. Commission acknowledges the inefficiency in opening both high school pools at the same time this summer with the opening of the new Ray Ashe pool and its required staffing levels.**

F. Maintenance Report

1. **On-going:** Mowing, grass trimming, Daily trash runs, Paint field lines, Groom and chalk diamonds, Graffiti removal Cemetery burials, monument foundations,
2. **Special Projects complete:** Sound system shed at Szot has been placed
3. **Spring Projects upcoming:** Fitness equipment at Wisniowski, Swapping out a swing at Fairview

G. Old Business:

1. Wisniewski Park-Our Common Backyards Grant update. Phase II w/ CDBG funds. Fitness station equipment to be installed by Parks Labor. Basketball court will be color coated by Mt. View. Historic sign has been designed. Ribbon cutting celebration will be held July 8th in conjunction with Family Barbershop.
2. Update Szot Gateway Grant – Becker Custom Trailers sound system has been installed. A separate sound system for the Szot Stadium field is being designed for when the press box is not in use. CCHS electric class will be assisting, Softball field dugouts are installed and walls being constructed by Job Corp. This project has been under the supervision of Jeff Neece in a collaborative construction with Parks and Highway DPW Divisions. **Commission discussed the painting of the dugouts with CHS “C” logo and/or pacer dog logo. Motion to approve adding only the pacer dog logo on back of dugout made by Commissioner Fenton, second by Comm. Bresnahan. Approved. In addition, it was noted was that after completion of dugout wall caps a windscreen will also be added.**
3. Ray Ash Park pool update: Construction Dynamics is on schedule with the construction phase of the new Ray Ash Pool. **Painting scheduled to start on 5/22. There is a 10am meeting at the pool with contractors and architects on 5/23.**
4. Sarah Jane Sherman Park CDBG Project: Architect firm of Milone and Macbroom developed bid specs which were advertised and awarded to Kenney Masonry for the pavilion and comfort station walkways. The contract is being processed, completion of this project by June 30, has been developed in consultation with DPW Superintendent, Purchasing and Community Development. Other elements of the Sarah Jane project are under review by Community Development for compliance with HUD. Asphalt walkways and accessible ramps have been installed by DPW Highway. **Commission granted Superintendent Porter permission to proceed with pavilion construction which must be complete by June 30th and will take 30 days to finish.**
5. Other Old Business
 - a. **Comm. Bresnahan revisited previous request to hold a park tour to view ongoing/recently completed park projects including a visit to Nash field with the Community Garden Council (CGC) to review area for Community Garden expansion.**
 - b. **Comm. Bresnahan discussed the request by the CGC to have a Parks Commission representative present at the CGC monthly meeting. Comm. Fenton will attend the next CGC meeting on June 13th.**

H. New Business:

1. Letter to Mayor regarding transfer of funds from salaries to Parks Equipment and a special account for court repairs.
 - a. **Parks Equipment requested is a leaf vacuum for \$7K and other leaf blowers and trimmers.**
 - b. **Superintendent Porter requested vote of affirmation to follow through with letter to the Mayor. Motion to approve made by Comm. Buxton. Second by Comm. Fenton. Approved**
2. Parks Fees Account Expenses
Lap top computer-**ON HOLD**, Szot Fountain-**APPROVED**, Orbit-**Grant Money**, Sarah Jane walkways-**\$600**, historic sign- **APPROVED**, picnic tables-**Grant??**
3. PARC Grant open – due July 12. **No park project has been identified to which grant money should be requested.**
4. Other New Business
 - a. **Superintendent Porter discussed Bemis Dam issue. Dam is out of compliance and estimate to repair is for \$300K.**
 - b. **Comm. Ziemba noted a positive response to the doggie bag stations installed in Szot Park.**


I. Next Meeting: June 19th, 2017 7PM

J. Motion made to adjourn meeting at 9:08pm made by Comm. Fenton. Second by Comm. Bresnahan. Approved.

K. Documents presented at May 22nd, 2017 Commission meeting:

- a. Parks Commission Meeting Minutes from meeting on May 9th, 2017
- b. Sarah Jane Sherman Park Project CDBG Criteria Summary Table
- c. Parks Fees Account Expenses Summary Sheet
- d. Letter (dated May 17, 2017) from Grzegorz Nowakowski (abutter to Sarah Jane Park) requesting tree removal.
- e. Letter (dated May 9, 2017) from Dan Trudeau of the Hampden Charter School of Science requesting use of Bowie School Field for the Fall soccer season.
- f. Email (dated 5/17/17) from Leslie Brunelle requesting use of 2 city softball diamonds on September 9th for charity softball event.
- g. 2017 Camp Opee estimated revenue/expense summary sheet.
- h. 2017 Aquatic Summer Staff Roster
- i. 2017 Aquatic Summer Staff Schedule

Minutes Submitted by:


Thomas Bresnahan
Commission Secretary

6-18-17
Date